

3. Board Committees/Teams Terms of Reference Policy

Objective: To set a common Terms of Reference format and template for MRWCC Committees/Teams; sanctioned by the Board of Directors.

Context: This policy establishes the relationship between the Board and Committee/Team and ensures that all committee/team efforts are aligned with the Objectives of the MRWCC, the bylaws, and the MRWCC's Strategic Business Plan. Terms of Reference for all standing committees/teams should become part of the "role clarity statements" in the board policy manual.

Responsibility: Board.

The Board of Directors gives authority to a Committee/team to carry out specific tasks on behalf of the Board through Terms of Reference (ToR). Without such authority, there is no sanction and individuals are working without the legal protection of the incorporated body. The role of committees/teams is to assist the board with the work of the organization.

Statement of Policy:

1. The Terms of Reference (ToR) for any MRWCC Committee/team (Standing or Project) shall be developed by the Committee/Team and approved by the Board before any work is done.

2. The Committee/Team must consider the MRWCC Objectives, IWMP, bylaws, the current Strategic Business Plan and any specific initiating instruction from the Board of Directors in the development of the ToR.

3. The following information is normally required in the Terms of Reference for a committee/team:

3.1 Committee/Team Name: this identity will indicate its general objectives.

3.2 Committee/Team Type: could be standing i.e. ongoing; or project i.e. term-specific for a specified project.

3.3 Chairperson: is decided by consensus of the committee/team and should be someone skilled in chairing meetings who may or may not be a subject matter expert. Either the Chairperson or a Co-Chairperson will be a member of the Board of Directors.

3.4 Purpose: a short, general description of the area in which the committee/team works, what it intends to accomplish and when.

3.5 Authority/Responsibility: clearly sets out any decision-making methods, specific objectives/tasks the committee/team plans to achieve, policy guidelines that the committee/team expects to follow in conducting research and preparing reports assigned by the Board. *Reports must clearly distinguish between observations and recommendations.

3.6 Decision-making: by consensus

3.7 Timeframes, Reporting and Deadlines: when it meets, project milestones, reporting dates to the Board and expected completion. Reporting to the Board is normally through the board-assigned member.

3.8 Composition: total number and term; plus, the type or titles of the MRWCC individuals and any qualifications they are expected to have; outside experts (by whom they are appointed and length of term).

3.9 Resources Required: Staff support provided (e.g. services, information, research) and estimated time required; experts required; files; and budget.

3.10 Approval date: the date on which the terms of reference are approved by the board.

3.11 Review date: the date by which the committee/team reviews and evaluates its terms of reference and forwards recommended adjustments to the board. Coincides with Board budget process.

Approved April 26, 2018